

July 20, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Karen Luz Y. Teves
Head, Department of Agricultural Extension and Education
Visayas State University
Visca, Baybay City, Leyte

Ma'am

Good Day!

I saw the job hiring posted at jobs.vsu.edu.ph website, and I found out that you are looking for a part time instructor. I firmly believe that anyone could possess an excellent service if that person has the will and dedication on their duties and responsibilities. If I will be given a chance to be a part time instructor in your department, I will give my sincerity and desire with arms wide open to perform and fulfill my duties and responsibilities where I could apply my knowledge and skills in the field of work.

I am Jonalyn A. Donor, 32 yrs. of age and have a good moral character. I am very interested in gaining an opportunity to use the skills I have developed in your department.

I have attached a copy of my resume for your review and this should give you a little idea of my educational qualifications. I look forward to a chance to meet with you and further talk about my qualifications. I am very open for an interview at your most preferred time. Please feel free to contact me through my mobile number and my email address.

Thank you very much and God Bless!

Respectfully yours,
Jonalyn A. Donor
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